

**TOWN OF UNDERHILL  
SELECTBOARD SPECIAL MEETING MINUTES  
Underhill Town Hall  
Thursday, March 12, 2020, 8:00 a.m.**

**Selectboard:** Dan Steinbauer, and Bob Stone and Peter Duval

**Town Staff:** Sherri Morin and Brian Bigelow

**Public:** Kurt Johnson and Rick Heh

**8:02 a.m. Call to order, adjustments to agenda.** Meeting called to order by Dan Steinbauer. No adjustments to agenda: addition of discussion on bridge work and Coronavirus COVID-19.

**8:03 a.m. Public Comment Period.** None

**8:04 a.m. Organizational Meeting:** In accordance with 24 VSA §871,

- Bob Stone nominated Dan Steinbauer for Selectboard Chair. Peter Duval seconded and the motion passed by a vote of 3-0.
- Peter Duval nominated Bob Stone for Selectboard Vice Chair. Dan Steinbauer seconded and the motion passed by a vote of 3-0.

Peter Duval noted his approval of the rotational aspect of the Selectboard Chair and Vice Chair positions and noted that it might be good practice for other Town bodies. Bob Stone offered to take on one of the traditional Selectboard Chair functions: Emergency Management Director (EMD) The change will be included in the 2020 Local Emergency Management Plans. Bob Stone appointed EMD.

- Bob Stone moved to reappoint Don Tobi as Tree Warden. Dan Steinbauer seconded and the motion passed by a vote of 3-0.
- Selectboard consensus to not make the discretionary appointments within 24 VSA §871.
- After general discussion regarding establishment of the regular meeting schedule for the Selectboard, the consensus of the Board was to continue with the current convention of bimonthly regular meetings on the first Tuesday at 4:00PM and the third following Thursday at 6:00PM., Staff to post final schedule.
- After general discussion the Selectboard readopted by consensus of the previous version of their rules of procedure with a change under section D.3 to establish a 72 hour pre-meeting minimum deadline for submittal of agenda item materials.
- After general discussion each member of the Selectboard signed the acknowledgement form of the Town of Underhill's Conflict of Interest policy. Peter Duval did note a concern regarding the application of a pivotal definition in the policy. Staff to obtain an updated Vermont League of Cities & Towns policy template.

**9:17 a.m. Town Administrator Vacancy.** The Selectboard asked that Brian Bigelow consider extending or working 'per diem' to help with the transition of filling the vacancy. Past Selectboard members have offered to serve on a Search Committee. Current Town Administrator Job Description reviewed and limited suggested changes made – primarily upgrading some abilities to 'Essential Functions'.

Dan Steinbauer moved to appoint a Search Committee made up of Kurt Johnson, Rick Heh, Pat Sabalis, Seth Friedman, Brad Holden and Brian Bigelow to further review the Job Description and to perform a first pass review of applications. Bob Stone seconded and the motion passed 3-0.

Consensus is to have Staff advertise with the updated Job Description.

**9:43 a.m. Bridge Repairs.** Kurt Johnson, Highway Infrastructure & Equipment Committee Chair updated the Selectboard on proposal to incorporate curbing repairs on Bridge #29 (Stevensville Road near Town Pond) into the contract with Engineer's Construction Inc. for repairs to Bridge #8 (Pleasant Valley Road between Town Hall and Old Schoolhouse #5). After the discussion the scope of work on the Stevensville Road Bridge would include the curbing repairs and elimination of the puddling that occurs at each corner.

Dan Steinbauer moved to enter into a Change Order with Engineer's Construction Inc. in conjunction with their Bridge #8 work on a time and materials basis to repair curbing and address water collection on Bridge #29 in an amount not to exceed \$24,000. Bob Stone seconded and the motion passed 3-0.


**Coronavirus/COVID-19.** Consensus of Selectboard is to continue to monitor State Department of Health and Emergency Management responses and discuss on the meeting of March 19, 2020.

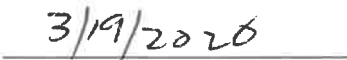
**Executive Session.** Consensus of Selectboard that an Executive Session is not required.

**9:59 a.m. Adjournment.** On a motion made by Peter Duval and seconded by Bob Stone the Selectboard voted 3-0 to adjourn.

Submitted by Brian Bigelow, Town Administrator

Read and Approved as submitted/amended

  
\_\_\_\_\_  
Dan Steinbauer, Chair

  
\_\_\_\_\_  
Date

**TOWN OF UNDERHILL  
SELECTBOARD MEETING SCHEDULE**

**For**

**March 2020 thru March 2021**

**First Tuesday and Third Following Thursday of the Month**

**Tuesday meetings start at 4:00PM**

**Thursday meetings at 6:00PM**

**All meetings are held at the Underhill Town Hall**

**March 2020**

**Tuesday 3<sup>rd</sup> & Thursday 19<sup>th</sup>**

**April 2020**

**Tuesday 7<sup>th</sup> & Thursday 23<sup>rd</sup>**

**May 2020**

**Tuesday 5<sup>th</sup> & Thursday 21<sup>st</sup>**

**June 2020**

**Tuesday 2<sup>nd</sup> & Thursday 18<sup>th</sup>**

**July 2020**

**Tuesday 7<sup>th</sup> & Thursday 23<sup>rd</sup>**

**August 2020**

**Tuesday 4<sup>th</sup> & Thursday 20<sup>th</sup>**

**September 2020**

**Tuesday 1<sup>st</sup> & Thursday 17<sup>th</sup>**

**October 2020**

**Tuesday 6<sup>th</sup> & Thursday 22<sup>nd</sup>**

**November 2020**

**Tuesday 3<sup>rd</sup> & Thursday 19<sup>th</sup>**

**December 2020**

**Tuesday 1<sup>st</sup> & Thursday 17<sup>th</sup>**

**January 2021**

**Tuesday 5<sup>th</sup> & Thursday 21<sup>st</sup>**

**February 2021**

**Tuesday 2<sup>nd</sup> & Thursday 18<sup>th</sup>**

**March 2021**

**Tuesday 2<sup>nd</sup> & Thursday 16<sup>th</sup>**